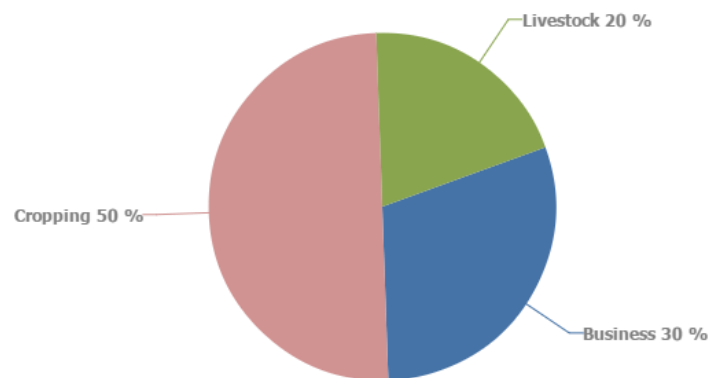


Feed Assessment Tool (FEAST) data application user manual



Average Household Income by Activity Category



Edit Focus Group Data FEAST DataApplication

Focus Group: 12/30/1899 ILRI campus Conference Room

General | Farm / Household Size | Seasons / Rainfall | **Feed / Context Issues** | Agro-Economic Data | Labour | Interview Data

Feed / Context Issues

What Best Describes the Agricultural System?

Core Commodity of Interest to Community

Core Context Attribute / Feed Issue Ratings On a Scale of 0 to 4 (4 = Best/Optimal)

Type	Attribute	Score	Reference
Context Attribute	Availability of cash / credit (4 = best)	2	Question 1.8 FEAST discussion
Context Attribute	Availability of input delivery (4 = best)	3	Question 1.10 FEAST discussion
Context Attribute	Availability of knowledge / skill (4 = best)	2	Based on facilitator's best judgment
Context Attribute	Availability of labour (4 = best)	3	Question 1.6 FEAST discussion
Context Attribute	Availability of land for fodder cultivation (4 = best)	4	Question 1.9 FEAST discussion
Context Attribute	Availability of water in growing season (4 = best)	3	Question 1.5.2 FEAST discussion
Feed Issue	Availability of feed in dry or cool season (0 = serious problem)	2	Based on facilitator's best judgment
Feed Issue	Availability of feed in growing season (0 = serious problem)	3	Based on facilitator's best judgment
Feed Issue	Quality of feed (4 = best)	3	Based on facilitator's best judgment

View Reports Submit Cancel






Version: 20 May 2015

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ilri.org
better lives through livestock
ILRI is a member of the CGIAR Consortium

Box 30709, Nairobi 00100, Kenya
Phone: +254 20 422 3000
Fax: +254 20 422 3001
Email: ILRI-Kenya@cgiar.org

Box 5689, Addis Ababa, Ethiopia
Phone: +251 11 617 2000
Fax: +251 11 617 2001
Email: ILRI-Ethiopia@cgiar.org

Contributors:

Alan Duncan (International Livestock Research Institute)

Luke York (Independent Consultant)

Ben Lukuyu (International Livestock Research Institute)

Arindam Samaddar (International Livestock Research Institute)

Werner Stür (ACIAR)

Introduction

As of 2014, approximately 500 million smallholder farmers (i.e., farmers with 1 hectare or less of cultivated land) provide food for over 2 billion people worldwide. Feed for livestock is often cited as the main constraint to improved productivity for smallholder farms. Overcoming this constraint often seems an elusive goal as intervention programs tend to adopt a scattergun or trial-and-error approach which often fails to adequately diagnose the nature of the feed problem and therefore the means to deal with it.

The Farmer-Centred Diagnosis methodology provides a means to systematically and rapidly assess feed resources at site level with a view to developing a site-specific strategy for improving feed supply and utilization through technical or organizational interventions.

Part of the Farmer-Centred Diagnosis approach involves using the Feed Assessment Tool (FEAST), a set of forms and spreadsheets to help collect and analyze data related to local conditions and agricultural practices.

Components of the FEAST Tool

- Focus Group Discussion Guide (this document)
- Individual Farmer Interview Questionnaire
- FEAST Data Application Manual

More information: <https://www.ilri.org/feast>

FEAST Data Application Overview

The FEAST Data Application is a software utility for collecting and analyzing data related to smallholder farming communities' livestock feed resources. It is intended for use in conjunction with the Farmer-Centred Diagnosis research methodology, which involves holding focus group discussions and one-on-one interviews with farmers to get their input on local conditions, feed-related problems and potential solutions. If you are unfamiliar with the Farmer-Centred Diagnosis methodology, we would recommend visiting the International Livestock Research Institute's website at www.ilri.org/feast for additional information and online training materials.

Minimum System Requirements

The FEAST Data Application can be used with any computer installed with one of the following versions of Microsoft Windows

- XP (service pack 2)
- Vista
- 7
- 8
- 10

If you wish to make use of the Excel export feature (optional, but recommended), you will need a copy of Microsoft Excel 2007 or later.

Initial Setup

Installation

The FEAST Data Application is designed to run without the need to install it as a program in Windows.

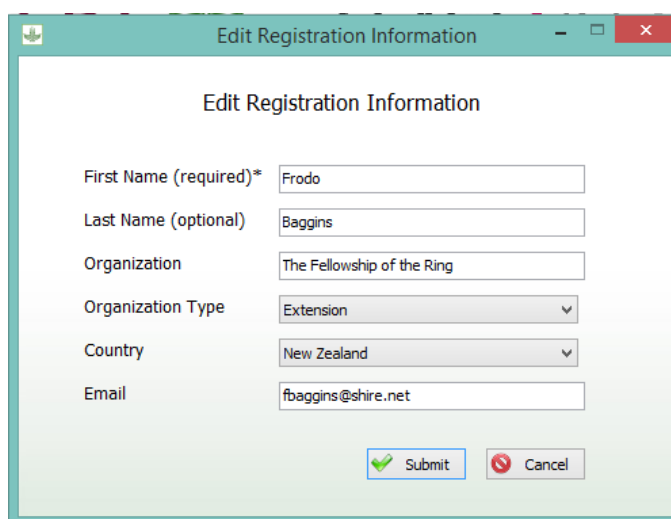
Just download one of the installation packages from www.ilri.org/feast, unzip the contents to any folder on your computer's hard drive or a removable USB drive, then double-click "launch_feast.bat" and it should run.

Some notes regarding installation:

- Always launch the program using “launch_feast.bat”. Do not click any of the files inside the “feast_data_app” folder directly.
- While we strongly recommend installing a fresh copy from the original installation package, you can also copy the entire application from one directory or one computer to another. Just be sure to include the “launch_feast.bat” file and the “feast_data_app” folder.
- Most versions of Windows have a 260-character limit on path names. Some of the paths within the “feast_data_app” folder are close to 100 characters long. So you might encounter problems if you try to install the program to a folder with a very long path name (e.g., “My Documents\work documents\research projects\livestock feed intervention projects\software utilities\FEAST Data Application\version \...”
- Because the FEAST Data Application runs without being formally installed and registered, a few of the more sensitive antivirus programs might regard it as suspicious activity, or even mistake it for a virus or malware. If your antivirus blocks the app from launching or if the application fails to launch, you may wish to try adding the directory where the application is installed to your exceptions list or telling the antivirus software to accept the file as secure. If neither of these options work, you can try disabling antivirus during installation then reactivating it afterwards. If you still have issues, contact ILRI for support.

Registering Your Copy

The first time you run a new copy of the FEAST Data Application, you will be prompted to enter your name, email address and some details about the organization you work with.

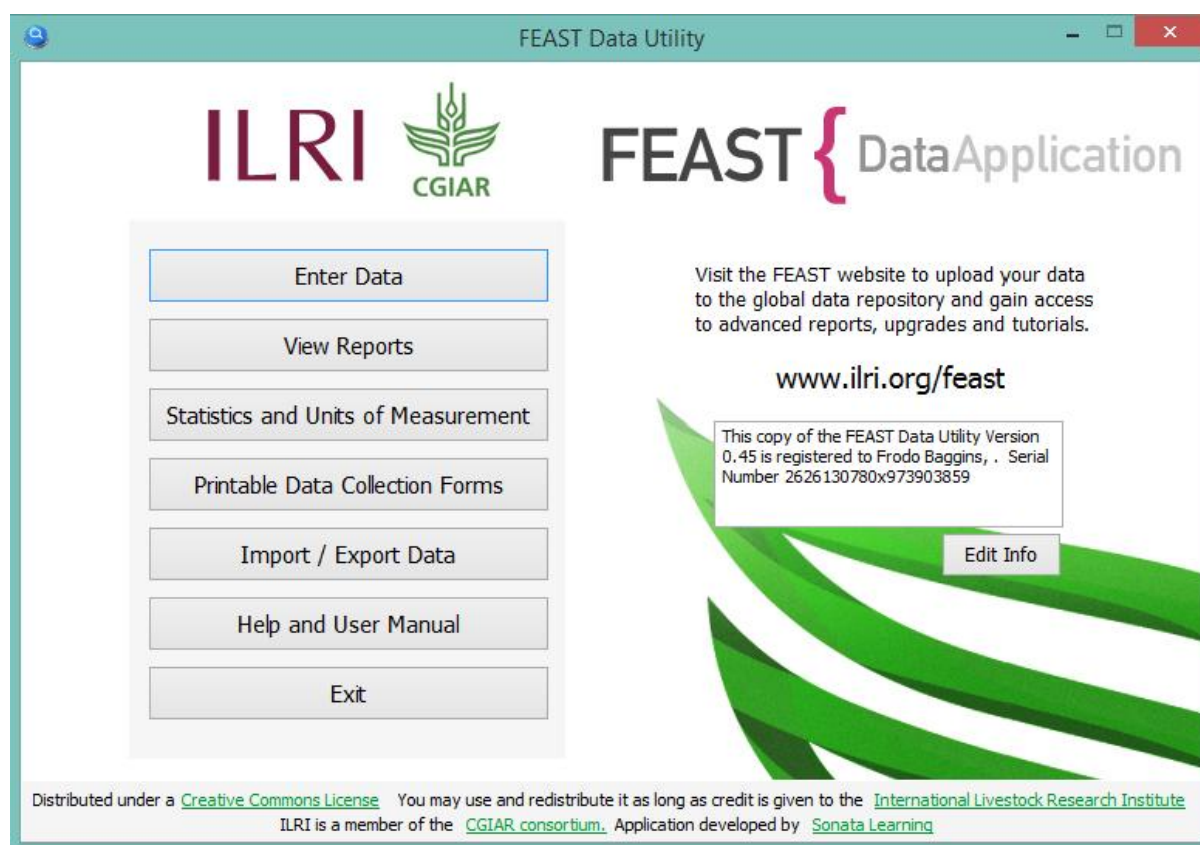


Some notes regarding registration:

- If you copy from the FEAT Data Application another computer rather than doing a fresh install, the fields in the registration window will be pre-filled with data from the original copy. You can keep or change this information, but either way a new serial number will be assigned to the new copy
- ILRI/CGIAR will keep all of your personal contact information private, and not share it with other organizations
- While only a first name and email address are required, we would appreciate it if you could fill out all of the information, as it helps with our data collection efforts

Getting Started: The Home Menu

After registering your copy, the first thing you will see upon launching the FEAST Data Application is the home menu.



You may select from the following options:

- **Enter Data** – Create projects, add sites and enter data from focus group discussions and individual farmer interviews

- **View Reports** – View charts, graphs and tables of key statistics based on the data you entered.
- **Statistics and Units of Measurement** – Add new crops, livestock species, units of weight and mass and other custom values for use when entering data.
- **Printable Data Collection Forms** – View and print PDF copies of the discussion guide and questionnaire used for collecting data from focus groups and farmer interviews as part of the Farmer-Centred Diagnosis methodology.
- **Import / Export Data** – You may export data to a compressed file which may then be imported into a different copy of the FEAST Data Application or uploaded/emailed to the worldwide FEAST data repository at www.ilri.org/feast
- **Help and User Manual** – Contains a link to this manual and additional help on the FEAST website
- **Exit** – Close the FEAST Data Application
- **Edit Info** – You may edit the name, email and organization information associated with this copy of the FEAST Data Application. Doing so will not change the serial number.

Entering Data

Data in the FEAST Data Application is organized per the following hierarchy:

- **Project** – A collection of related Farmer-Centred Diagnosis data, grouped in any way that makes sense to you. For instance, you might have a project devoted to sites in a particular country or to communities with a particular core agricultural commodity or livestock production system or to research conducted with a particular partner organization.
- **Site** – A general geographic area in which focus group discussions are held. It may be defined as widely as a province/state or as narrowly as an individual community. The only stipulation is that communities in a site must share the following:
 - *Country* – all communities associated with the site must be located in the same country
 - *Currency* – all communities associated with the site must use the same currency

- *Nutritional value of pasture and collected feed* – all communities associated with the site must have similar naturally occurring forage, to ensure that comparisons of animal nutrition are equivalent
- **Focus Group** – Data collected from meetings of local farmers related to livestock feed resources, agriculture and livestock production systems, etc.
- **Interview Respondent** – Data collected from one-on-one interviews with participants in a focus group including the farmer's livestock holdings, crops grown on the farm, feed purchases, income from milk and livestock sales, etc.

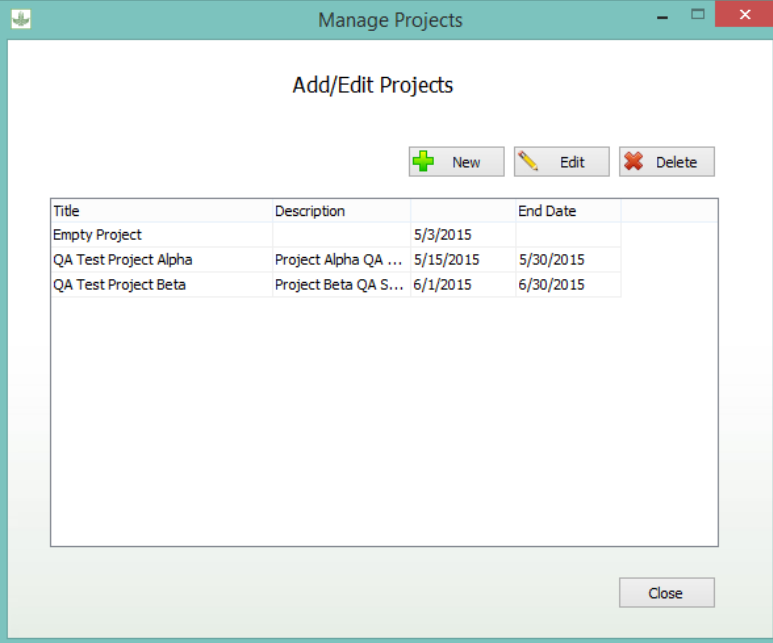
The Entering Data menu option on the home menu will open a form where you may select a project and site or add new projects/sites, then add or edit focus groups.

The screenshot shows the 'Enter Data' window of the FEAST Data Application. The window title is 'Data Collection'. It features the FEAST logo and the text 'DataApplication'. The main content area has three dropdown menus: 'Select Project' (currently showing 'QA Test Project Alpha'), 'Select Site' (currently showing 'Addis Campus'), and 'Select Focus Group'. To the right of the 'Select Focus Group' dropdown are three buttons: 'New' (with a green plus icon), 'Edit' (with a pencil icon), and 'Delete' (with a red X icon). Below these buttons is a table with the following columns: 'Date/Time', 'Community', 'Venue', and 'Description'. The table contains one row with the following data: '12/30/1899...', 'ILRI campus', 'Conference R...', and an empty description field. At the bottom right of the window is a 'Close' button.

When entering data, you must proceed in the order of the hierarchy. That is, you must create a project before you can add sites and you must create a site before you can add focus groups. If you attempt to add a focus group without an associated site, the system will prompt you to select a site before proceeding.

Creating and Managing Projects

Click the Add/Edit Projects button to define new projects or edit or delete existing projects.



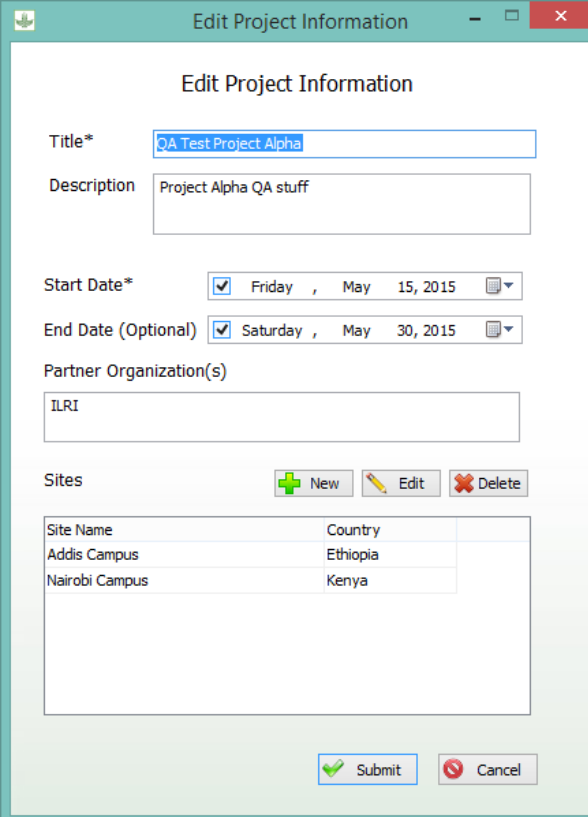
The 'Manage Projects' window displays the 'Add/Edit Projects' section. It features three buttons: 'New' (with a green plus icon), 'Edit' (with a yellow pencil icon), and 'Delete' (with a red X icon). Below these buttons is a table with the following data:

Title	Description	Start Date	End Date
Empty Project		5/3/2015	
QA Test Project Alpha	Project Alpha QA ...	5/15/2015	5/30/2015
QA Test Project Beta	Project Beta QA S...	6/1/2015	6/30/2015

A 'Close' button is located at the bottom right of the window.

Selecting a project then clicking “Delete” will permanently erase the project as well as all sites, focus groups and individual interview respondents associated with that project!

Clicking ‘New’ or ‘Edit’ will open a form where you can enter or update details for the project.



The 'Edit Project Information' window contains the following fields and controls:

- Title***: Text input field containing 'QA Test Project Alpha'.
- Description**: Text input field containing 'Project Alpha QA stuff'.
- Start Date***: Date picker showing 'Friday, May 15, 2015'.
- End Date (Optional)**: Date picker showing 'Saturday, May 30, 2015'.
- Partner Organization(s)**: Text input field containing 'ILRI'.
- Sites**: Section with 'New', 'Edit', and 'Delete' buttons, and a table below.

Site Name	Country
Addis Campus	Ethiopia
Nairobi Campus	Kenya

At the bottom are 'Submit' (with a green checkmark icon) and 'Cancel' (with a red X icon) buttons.

The fields Title and Start Date are required, all others are optional.

Adding and Updating Sites

At the bottom of the project form there is another grid for adding, updating or deleting sites to the project.

Again, selecting a site and clicking “Delete” will **permanently** erase **all** data for the site and any focus groups and individual interview respondents related to the site.

Clicking “Add” or “Edit” will open a form for entering details about the site.

Edit Site Information FEAST {DataApplication}

Name* *The following details may be changed at the focus group level.*

Description

World Region*

Country*

Local Currency* (=0.0495 USD) [Set Exchange Rate](#)

Major Region (e.g., State/Province)

Minor Region (e.g., County)

Sub-Region

Village / Community

Community Type [Define New Type](#)

Local Fodder Resource Data

Grazing Metabolisable Energy MJ/KG (Default 9)

Grazing Crude Protein Percentage (Default 8%)

Collected Fodder Metabolisable Energy MJ/KG (Default 10)

Collected Fodder Crude Protein Percentage (Default 8%)

Local Custom Feed Sources

[New](#) [Edit](#) [Delete](#)

description
Fast Food

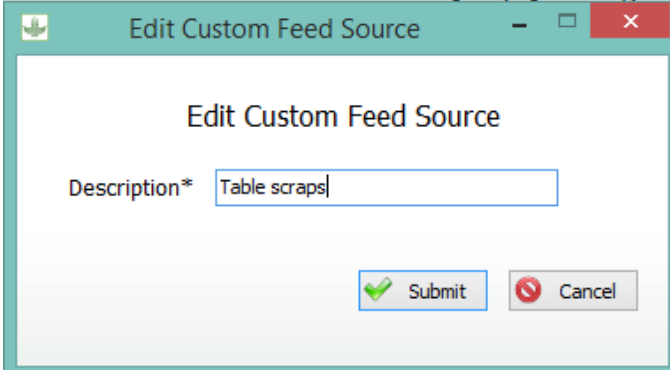
[View Reports](#) [Submit](#) [Cancel](#)

The fields Name, World Region, Country and Local Currency are required. You may enter more specific geographic information that will pre-populate in any focus groups you create for this site, though you can still edit the major region, minor region, sub-region, village/community and community type on a focus-group-by-focus-group basis.

If you do not have specific data about the nutritional value of local collected fodder and pasture, we recommend leaving the default values.

You also have the option of adding custom feed sources in addition to the standard options of cereal crop residues, leguminous crop residues, grazing, green forage and “other”. However, **for the sake of keeping data as organized and standardized as possible, we recommend using the “other” category for less significant sources of feed and only adding additional feed sources if the standard categories do not cover major local sources of animal nutrition.**

The feed source grid uses the standard New/Edit/Delete buttons. Creating a new source or editing an existing source will bring up the custom feed source form.

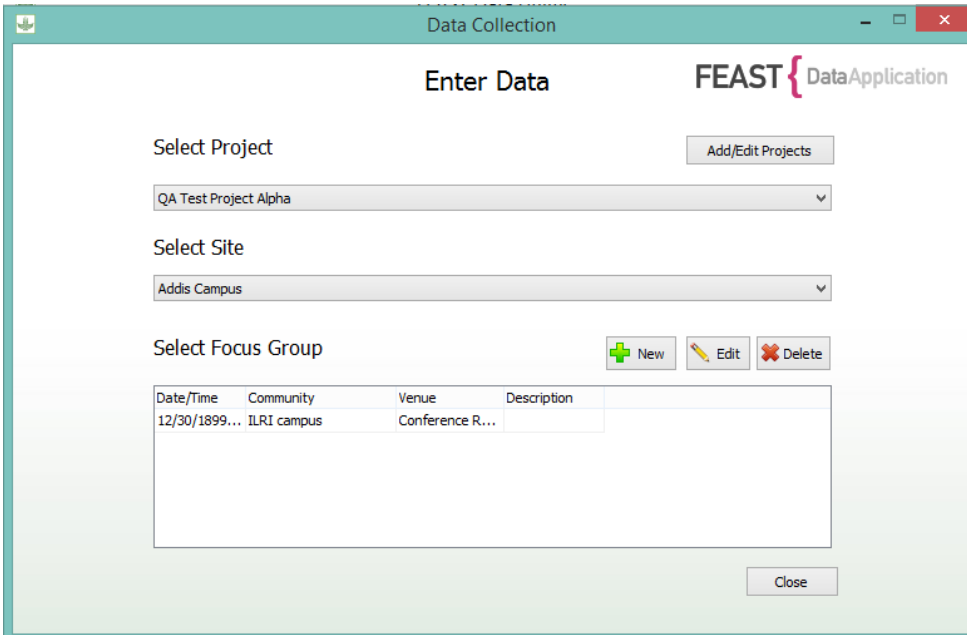


Dialog box titled "Edit Custom Feed Source". It contains a text input field labeled "Description*" with the text "Table scraps". Below the input field are two buttons: "Submit" (with a green checkmark icon) and "Cancel" (with a red X icon).

You may enter a name for the feed source, which may then be included in allocations of feed sources in other forms. Custom feed sources are unique to the site, so if you want to include the same custom feed source for another site you will have to re-enter it.

Creating Focus Groups

At the bottom of the 'enter data' form there is a grid for adding, updating or deleting focus groups.



Form titled "Enter Data" (part of "Data Collection"). It includes dropdown menus for "Select Project" (QA Test Project Alpha), "Select Site" (Addis Campus), and "Select Focus Group". To the right of the "Select Focus Group" dropdown are buttons for "New", "Edit", and "Delete". Below these is a table with columns: Date/Time, Community, Venue, and Description. The table contains one row: 12/30/1899..., ILRI campus, Conference R..., and an empty description field. A "Close" button is at the bottom right.

Again, you must create and select a project and a site before adding focus groups.

Upon adding or editing a focus group the following form will appear:

Edit Focus Group Data FEAST DataApplication

Focus Group: 12/30/1899 ILRI campus Conference Room

General Farm / Household Size Seasons / Rainfall Feed / Context Issues Agro-Economic Data Labour Interview Data

General Focus Group Information

Venue* Conference Room Meeting Date* ☒ 12/30/1899

Country Ethiopia Start Time* ☒ 07:06 AM

Major Region (e.g., State/Province) Don't know End Time ☒ 10:06 AM

Minor Region (e.g., County) Not familiar with Ethiopia

Sub-Region AU headquarters Number of Female Participants* 15

Community* ILRI campus Number of Male Participants* 10

Community Type* Village

[Define New Type](#)

Enter GPS latitude and longitude in format +/- ddd, mm, ss

GPS Latitude 90 deg 40 m 20 s

GPS Longitude -120 deg 20 m 30 s

Other Attendees Tito Puente

Partner Organization(s) The Girl Scouts

[View Reports](#) ☒ Submit ☐ Cancel

The form has the following tabs, which generally correspond to sections in the Focus Group Discussion Guide:

- **General**
- **Farm / Household Size**
- **Seasons/Rainfall**
- **Feed/Context Issues**
- **Agro-Economic Data**
- **Labour**
- **Interview Data**

You must enter all required fields before submitting the focus group. We will now go through the tabs and the required fields in each.

General Tab

The general tab contains information about the time and place of the focus group discussion and participants.

The screenshot shows the 'Edit Focus Group Data' window with the 'General' tab selected. The 'Focus Group' is '12/30/1899 ILRI campus Conference Room'. The 'General Focus Group Information' section includes fields for Venue* (Conference Room), Country (Ethiopia), Major Region (Don't know), Minor Region (Not familiar with Ethiopia), Sub-Region (AU headquarters), Community* (ILRI campus), and Community Type* (Village). It also has fields for Meeting Date* (12/30/1899), Start Time* (07:06 AM), End Time (10:06 AM), Number of Female Participants* (15), Number of Male Participants* (10), Other Attendees (Tito Puente), and Partner Organization(s) (The Girl Scouts). GPS Latitude and Longitude fields are also present. At the bottom, there are 'View Reports', 'Submit', and 'Cancel' buttons.

Required fields are venue, meeting date, start time, numbers of male and female participants, community and community type.

You may optionally add GPS data, an end time, other attendees and any partner organizations involved.

Farm/Household Size Tab

This tab contains basic demographic information about farmers in the community.

The screenshot shows the 'Edit Focus Group Data' window with the 'Farm / Household Size' tab selected. The 'Household Information' section includes fields for Total households in the Village (90), Average members per household* (9), and % of HH members migrating outside the area (19 %). Below this is a table for 'Range of Farm Sizes*' and '% Households*'. The table has four rows: Landless, Small Farm, Medium Farm, and Large Farm. The 'Range of Farm Sizes*' column has input fields for 'Less than', 'to', and 'or Larger'. The '% Households*' column has input fields for percentages. The 'Units' dropdown is set to 'hectare'. At the bottom, there are 'View Reports', 'Submit', and 'Cancel' buttons.

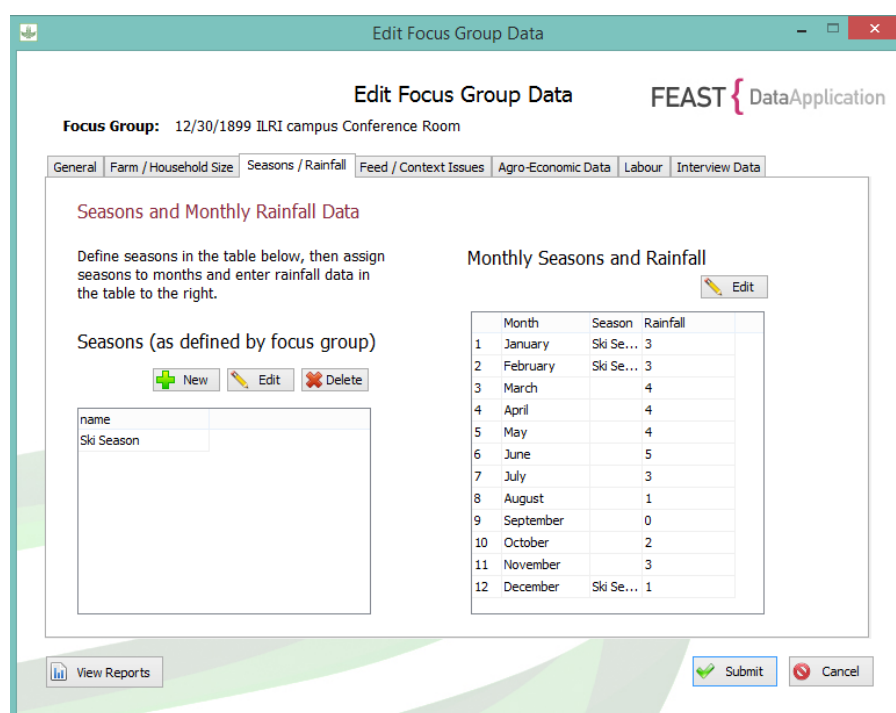
Range of Farm Sizes*	% Households*
Landless	10 %
Small Farm	20 %
Medium Farm	40 %
Large Farm	30 %
100 (total)	

Required fields include total households in the area, average members per household, the ranges for small, medium and large farms (and a selector for units of area) then the percentage breakdown of farmers who fall into each category.

There is an optional field for the percentage of household members migrating outside the area.

Seasons/Rainfall Tab

The seasons and rainfall tab allows you to define seasons, assign seasons to months and add ratings for rainfall for each month.



Edit Focus Group Data FEAST {DataApplication}

Focus Group: 12/30/1899 ILRI campus Conference Room

General Farm / Household Size **Seasons / Rainfall** Feed / Context Issues Agro-Economic Data Labour Interview Data

Seasons and Monthly Rainfall Data

Define seasons in the table below, then assign seasons to months and enter rainfall data in the table to the right.

Seasons (as defined by focus group)

+ New Edit Delete

name
Ski Season

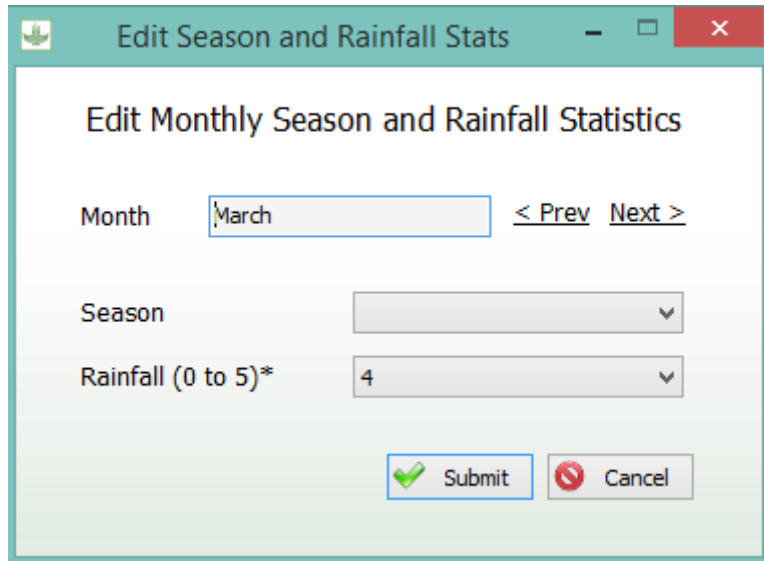
Monthly Seasons and Rainfall Edit

Month	Season	Rainfall
1 January	Ski Se...	3
2 February	Ski Se...	3
3 March		4
4 April		4
5 May		4
6 June		5
7 July		3
8 August		1
9 September		0
10 October		2
11 November		3
12 December	Ski Se...	1

View Reports Submit Cancel

Note that defining seasons is entirely optional. Season definitions are stored at the focus group level, so if you want to have the same season available for other focus groups you will need to enter it again.

Ratings for monthly rainfall are required. Double-click any row on the rainfall grid to open the monthly statistics form:



The screenshot shows a window titled "Edit Season and Rainfall Stats". Inside the window, the title "Edit Monthly Season and Rainfall Statistics" is displayed. Below the title, there are three input fields. The first is labeled "Month" and contains the text "March". To the right of the "Month" field are two buttons: "< Prev" and "Next >". The second input field is labeled "Season" and is a dropdown menu. The third input field is labeled "Rainfall (0 to 5)*" and contains the value "4". At the bottom of the window, there are two buttons: "Submit" (with a green checkmark icon) and "Cancel" (with a red X icon).

Here you may choose one of your defined seasons from the drop-down (optional) and assign a rainfall rating on a scale of 0 to 5, per your notes from the focus group discussion guide (required).

The previous and next buttons will allow you to cycle through the months, rather than have to exit and select a different month.

Feed / Context Issues Tab

On this tab, you need to select a general description of the local livestock system and core commodity from the drop-downs, then enter the ratings given by farmers for each of the issues in the grid.

Edit Focus Group Data FEAST {DataApplication}

Focus Group: 12/30/1899 ILRI campus Conference Room

General | Farm / Household Size | Seasons / Rainfall | **Feed / Context Issues** | Agro-Economic Data | Labour | Interview Data

Feed / Context Issues

What Best Describes the Agricultural System? Intensive mixed crop-livestock system (incl. trees)

Core Commodity of Interest to Community Pig breeding (sow-piglets)

Core Context Attribute / Feed Issue Ratings On a Scale of 0 to 4 (4 = Best/Optimal) Edit

Type	Attribute	Score	Reference
Context Attribute	Availability of cash / credit (4 = best)	2	Question 1.8 FEAST discussion
Context Attribute	Availability of input delivery (4 = best)	3	Question 1.10 FEAST discussion
Context Attribute	Availability of knowledge / skill (4 = best)	2	Based on facilitator's best judgment
Context Attribute	Availability of labour (4 = best)	3	Question 1.6 FEAST discussion
Context Attribute	Availability of land for fodder cultivation (4 = best)	4	Question 1.9 FEAST discussion
Context Attribute	Availability of water in growing season (4 = best)	3	Question 1.5.2 FEAST discussion
Feed Issue	Availability of feed in dry or cool season (0 = serious problem)	2	Based on facilitator's best judgment
Feed Issue	Availability of feed in growing season (0 = serious problem)	3	Based on facilitator's best judgment
Feed Issue	Quality of feed (4 = best)	3	Based on facilitator's best judgment

View Reports Submit Cancel

Double-clicking an issue in the grid brings up the following form:

Edit Core Feed Issue Score

< Prev Next >

Issue Availability of knowledge / skill (4 = best)

Reference Based on facilitator's best judgment

[View Discussion Guide](#)

Score* 2 On a Scale of 0 to 4 (4 = Best/Optimal)

Submit Cancel

The issue text is predetermined. You must assign a score of 0 to 4 from the drop-down for each issue on the list. Previous and next buttons allow you to cycle through the list without exiting.

Agro-Economic Data

This tab contains additional, optional information related to local agriculture and livestock production. There are no required fields, though you should still enter the information from the Focus Group Discussion Guide to keep everything together, especially since some of these statistics will factor into reports included in future versions of the FEAST Data Application.

The screenshot shows the 'Edit Focus Group Data' window with the 'Agro-Economic Data' tab selected. The window title is 'Edit Focus Group Data' and the FEAST DataApplication logo is in the top right. The 'Focus Group' is identified as '12/30/1899 ILRI campus Conference Room'. The tabs at the top are: General, Farm / Household Size, Seasons / Rainfall, Feed / Context Issues, Agro-Economic Data (selected), Labour, and Interview Data.

Agro-Economic Data

All prices in **Ethiopian Birr** (=0.0495 USD) [Set Exchange Rate](#)

Price to lease 1 ha of land

% of land under cultivation %

% of land left fallow %

% of Cultivated Land Devoted to:

Cash Crops	Subsistence	Fodder
<input type="text" value="30"/>	<input type="text" value="30"/>	<input type="text" value="40"/>

% of Farmers Who Use Bull vs. A.I.

A.I. Service	Bull Service
<input type="text" value="60"/>	<input type="text" value="40"/>

Informal credit as % of all credit %

Formal credit as % of all credit %

Farmers engaged in feed processing %

Gender Balance of Farmers Engaged in Processing

Female	Male
<input type="text" value="30"/> %	<input type="text" value="70"/> %

Average distance to market (km)

Average cost of travel to market

Buttons at the bottom: View Reports, Submit, Cancel.

Labour Tab

On this tab, you should enter overall maximum and minimum rates for daily labour, then may optionally define specific labour activities and enter the average daily rates paid to male and female workers, respectively.

Edit Focus Group Data FEAST { DataApplication

Focus Group: 12/30/1899 ILRI campus Conference Room

General | Farm / Household Size | Seasons / Rainfall | Feed / Context Issues | Agro-Economic Data | **Labour** | Interview Data

Cost of Labour

Maximum Cost of Daily Labour (local currency/day)* in
(=0.0495 USD) [Set Exchange Rate](#)

Minimum Cost of Daily Labour (local currency/day)*

Labour Rates by Activity and Gender

Activity	Daily Rate Female	Daily Rate Male
Shoveling Snow	80.00	50.00

Adding or editing an activity will open the following form:

Edit Labour Cost by Activity

Activity*

Average Daily Cost of Labour (Female)*

Average Daily Cost of Labour (Male)*

in
(=0.0495 USD) [Set Exchange Rate](#)

Interview Data

On this tab you may use the grid to add, edit or delete individual interview respondents.

Edit Focus Group Data FEAST {DataApplication}

Focus Group: 12/30/1899 ILRI campus Conference Room

General Farm / Household Size Seasons / Rainfall Feed / Context Issues Agro-Economic Data Labour **Interview Data**

Individual Interview Respondents

+ New Edit Delete

Name	Age	Gender	
Anabelle	33	female	Medium Farm

View Reports Submit Cancel

The form for entering interview data is quite lengthy and completing it will be the subject of the next section of this manual.

If you delete an interview respondent from the grid you will permanently lose all associated data for that interview respondent. Be extremely careful when deleting.

Entering Individual Interview Respondent Data

The form to edit individual interview respondent data is another multi-tab form.

Edit Interview Respondent Data FEAST DataApplication

Respondent: Anabelle

General | Property / Income | Livestock Holding | Crops | Fodder and Diet | Livestock Sales | Milk | Feed Availability

General Interview Respondent Information

Interview Date* ☒ 5/15/2015

Respondent Name* Anabelle

Age* 33

Gender* female

☒ Respondent is Head of Household

Head of Household Information

Head of HH Name* Anabelle

Head of HH Age* 33

Head of HH Gender* female

Country Ethiopia

Major Region (e.g., State/Province) Don't know

Minor Region (e.g., County) Not familiar with Eti

Sub-Region AU headquarters

Community ILRI campus

Community Type Village [Define New Type](#)

Organization Affiliations of Household Members

Field Hockey Team

The tabs include:

- **General**
- **Property / Income**
- **Livestock Holding**
- **Crops**
- **Fodder and Diet**
- **Livestock Sales**
- **Milk**
- **Feed**
- **Availability**

You must enter **all** required fields before submitting the interview respondent. We will now go through the tabs and the required fields in each.

General

This tab contains general personal information about the respondent and their household.

Edit Interview Respondent Data FEAST {DataApplication}

Respondent: Anabelle

General Property / Income Livestock Holding Crops Fodder and Diet Livestock Sales Milk Feed Availability

General Interview Respondent Information

Interview Date* ☒ 5/15/2015

Respondent Name* Anabelle

Age* 33

Gender* female

☒ Respondent is Head of Household

Head of Household Information

Head of HH Name* Anabelle

Head of HH Age* 33

Head of HH Gender* female

Country Ethiopia

Major Region (e.g., State/Province) Don't know

Minor Region (e.g., County) Not familiar with Ethiopia

Sub-Region AU headquarters

Community ILRI campus

Community Type Village [Define New Type](#)

Organization Affiliations of Household Members

Field Hockey Team

Required fields include the interview date (which will default to the date of the focus group discussion), the respondent's name, age and gender. If the respondent is the head of their household, check the box below their information. If not, you will need to enter the same information for the head of household.

You may also enter information on their place of residence. By default, it will be populated with the same values as the focus group discussion.

There is an optional field for any organizations the respondent or their household members might belong to.

Property / Income

The property / income tab includes fields for how much property the respondent owns, the landholding category they fall into (small, medium, large or landless) as defined by the focus group participants and the head of household's occupation.

Edit Interview Respondent Data FEAST {DataApplication

Respondent: Anabelle

General Property / Income Livestock Holding Crops Fodder and Diet Livestock Sales Milk Feed Availability

Household Wealth and Sources of Income

Land Under Cultivation* 5

Units* hectare Define New Unit

Landholding Category* Medium Farm

Head of HH Occupation* Scuba Instructor

Sources of Income (Top 4)
Percentages must add up to 100*

Category	Activity	Pct.
Livestock	Fattening Animals - Ca...	20
Cropping	Food Crops	30
Business	Off-Farm Business	30
Cropping	Cash Crops	20

View Reports Submit Cancel

There is also a grid form to enter the top four sources of household income and the percentage of income derived from each. The percentages for the four items must add up to 100.

When you add or edit an income source, the following form appears:

Edit Source of Income

Activity* Fattening Animals - Cattle

Define New Activity

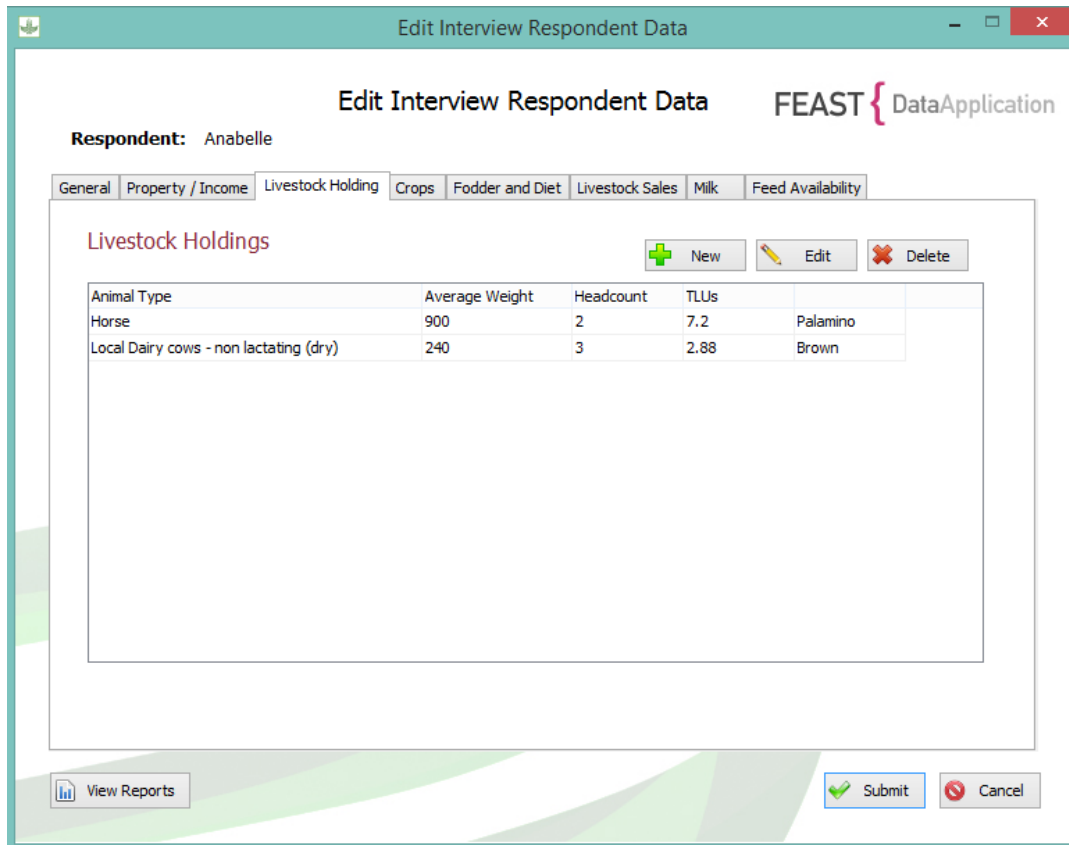
% Contribution to Household Income* 20 %

Submit Cancel

You may select an activity from the drop down and enter the percentage of the respondent's income derived from that activity.

Livestock Holding

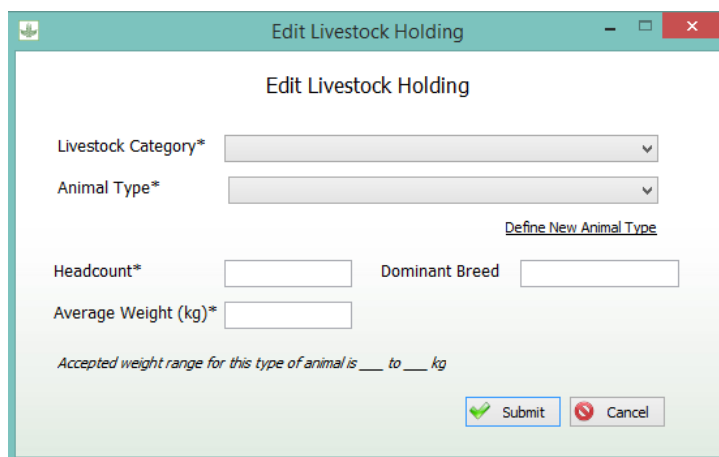
The livestock holding form allows you to add records for the different types of animals owned by the respondent.



The screenshot shows a web application window titled "Edit Interview Respondent Data". The respondent's name is "Anabelle". The "Livestock Holding" tab is selected, showing a table of livestock holdings. The table has columns for Animal Type, Average Weight, Headcount, TLUs, and a color-coded cell. There are buttons for "New", "Edit", and "Delete".

Animal Type	Average Weight	Headcount	TLUs	
Horse	900	2	7.2	Palamino
Local Dairy cows - non lactating (dry)	240	3	2.88	Brown

When you add or edit a record via the grid, the following form will appear:



The screenshot shows a form titled "Edit Livestock Holding". It contains fields for "Livestock Category*", "Animal Type*", "Headcount*", "Average Weight (kg)*", and "Dominant Breed". There is a link "Define New Animal Type" and a text line "Accepted weight range for this type of animal is ___ to ___ kg".

You may select a category of livestock via the drop-down at the top then the specific type via the second drop-down. Other required fields include the headcount and average weight. You may optionally add the dominant breed.

Crops

The crops tab lists all crops grown for purposes other than feed.

The screenshot shows the 'Edit Interview Respondent Data' window with the 'Crops' tab selected. The respondent is 'Anabelle'. The window has tabs for General, Property / Income, Livestock Holding, Crops, Fodder and Diet, Livestock Sales, Milk, and Feed Availability. The 'Crops Grown' section is titled '(Excluding crops grown specifically for fodder)'. It contains a table with columns: Crop Type, Area, Units (Area), Yield, Units (Yield), % Fed, and % Burned. The table lists two crops: Broad beans (Vicia faba) and Pumpkin (Cucurbita maxima). Below the table are 'New', 'Edit', and 'Delete' buttons. At the bottom of the window are 'View Reports', 'Submit', and 'Cancel' buttons.

Crop Type	Area	Units (Area)	Yield	Units (Yield)	% Fed	% Burned
Broad beans (Vicia faba)	1	hectare	10000	kilogram	50	50
Pumpkin (Cucurbita maxima)	0.5	hectare	4000	kilogram	50	

Adding or editing a record will bring up the following form:

The screenshot shows the 'Edit Crop Data' window. It has a title bar 'Edit Crop Data'. The 'Crop Type*' is set to 'Pumpkin (Cucurbita maxima)' with a dropdown arrow and a 'Define New Crop Type' link. The 'Cultivated Area*' is '0.5' and 'Units*' is 'hectare' with a dropdown arrow and a 'Define New Unit' link. The 'Annual Yield*' is '4000' and 'Units*' is 'kilogram' with a dropdown arrow and a 'Define New Unit' link. Below these is a 'Uses of Residue*' section with a table of percentages: Fed to Animals (50%), Burned (empty), Mulched (25%), Sold (25%), Other (empty), and Total (100%). At the bottom are 'Submit' and 'Cancel' buttons.

Uses of Residue*	Percentage
Fed to Animals	50 %
Burned	%
Mulched	25 %
Sold	25 %
Other	%
Total	100

Select a crop type from the drop-down, enter the hectares devoted to cultivation and yield, then the uses of residue. Percentages for uses of residue must add up to 100.

Fodder and Diet Tab

The fodder and diet tab contains required fields for percentages of the animals' diet by source plus grids for cultivated fodder crops and feeds purchased by the respondent.

The screenshot shows the 'Edit Interview Respondent Data' window with the 'Fodder and Diet' tab selected. The respondent's name is 'Anabelle'. The window contains several sections:

- Contributions to Animals' Diet:** A list of input fields for percentages: Collected Fodder* (80%), Grazing* (10%), Cultivated Fodder* (20%), Crop Residue* (20%), and Purchased Feed* (20%). A note states: 'These values do not necessarily need to add up to 100%'.
- Fodder Crops:** A table with columns 'Fodder Crop' and 'Cultivat...'. It lists 'Bermuda grass (Cynodon ...)' with 1 hectare and 'Italian Ryegrass (Lolium ...)' with 3 hectares. Buttons for 'New', 'Edit', and 'Delete' are present.
- Feed Purchases:** A table with columns 'Feed Type', 'Quantity', 'Units (Mass)', and 'Price'. It lists 'Banana (Musa acum...)' with 100 kilograms at 50.00 and 'Pineapple (Ananas ...)' with 50 kilograms at 10.00. Buttons for 'New', 'Edit', and 'Delete' are present.

At the bottom, there are buttons for 'View Reports', 'Submit', and 'Cancel'.

Adding or editing a record on the fodder crops grid will open this form:

The screenshot shows the 'Edit Fodder Crop Data' window. It contains the following fields:

- Fodder Crop Type*:** A dropdown menu currently showing 'Bermuda grass (Cynodon dactylon)'. A link 'Define New Fodder Crop Type' is next to it.
- Cultivated Area*:** An input field with the value '1'.
- Units*:** A dropdown menu currently showing 'hectare'. A link 'Define New Unit' is next to it.

At the bottom, there are buttons for 'Submit' and 'Cancel'.

There are three fields available for type of fodder crop, the area cultivated and the unit of area. All fields are required.

Adding or editing a purchased feed source opens this form:

Edit Purchased Feed Data

Fodder Type* Banana (Musa acuminata) - fruit skins [Define New Purchased Feed Type](#)

Quantity Purchased* Units* kilogram [Define New Unit](#)

Price per Unit* in Ethiopian Birr
(=0.0495 USD) [Set Exchange Rate](#)

Number of Times Purchased per Year*

The required fields include type of fodder, quantity purchased, unit of mass, price per unit (currency defaults to that selected for the site) and the number of purchases made per year.

Edit Interview Respondent Data FEAST {DataApplication}

Respondent: Anabelle

General Property / Income Livestock Holding Crops Fodder and Diet **Livestock Sales** Milk Feed Availability

Livestock Sales and Market Prices

Animals Sold (Past 3 Years) [Edit](#)

Species	Gender	Number Sold	Approx. Weight
Cattle	female	2	100
Cattle	male		
Sheep	female		
Sheep	male		
Goat	female	3	70
Goat	male		

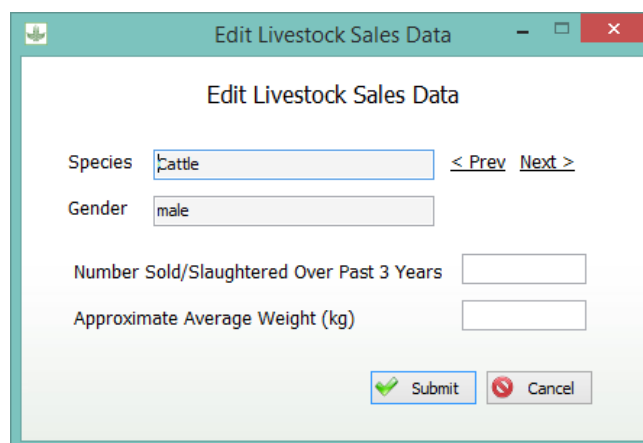
Market Price for Livestock [Edit](#)

Month	Cattle	Sheep	Goat
January	2000.00	500.00	400.00 1
February	2100.00	500.00	300.00 2
March	2200.00	500.00	450.00 3
April	2300.00	600.00	350.00 4
May	2400.00	450.00	450.00 5
June	2500.00	450.00	100.00 6
July	2800.00	200.00	300.00 7
August	3100.00	400.00	250.00 8
September	3300.00	500.00	480.00 9
October	3500.00	600.00	550.00 10
November	3700.00	440.00	320.00 11
December	4000.00	200.00	200.00 12

[View Reports](#)

The livestock sales tab has grids for entering the number of animals sold or slaughtered over the past 3 years and the typical market prices by month.

Editing the records for sales opens this form:



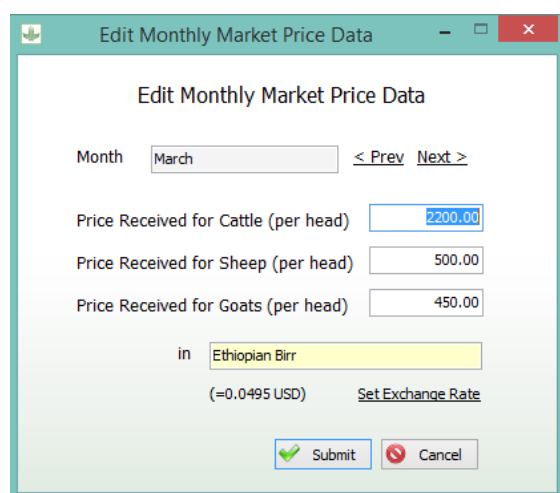
The screenshot shows a web form titled "Edit Livestock Sales Data". It contains the following fields and controls:

- Species:** A dropdown menu with "Cattle" selected. To its right are navigation links "< Prev" and "Next >".
- Gender:** A dropdown menu with "male" selected.
- Number Sold/Slaughtered Over Past 3 Years:** An empty text input field.
- Approximate Average Weight (kg):** An empty text input field.
- Buttons:** At the bottom right, there are two buttons: "Submit" (with a green checkmark icon) and "Cancel" (with a red X icon).

For each species / gender, enter the headcount sold or slaughtered and the average weight. You may use the previous and next arrows to cycle through the species / gender categories.

Not all categories require input. If the farmer has not sold or slaughtered any animals of a given type, it is fine to leave it blank.

Editing any of the monthly livestock price records opens this form:



The screenshot shows a web form titled "Edit Monthly Market Price Data". It contains the following fields and controls:

- Month:** A dropdown menu with "March" selected. To its right are navigation links "< Prev" and "Next >".
- Price Received for Cattle (per head):** A text input field containing "2200.00".
- Price Received for Sheep (per head):** A text input field containing "500.00".
- Price Received for Goats (per head):** A text input field containing "450.00".
- in:** A dropdown menu with "Ethiopian Birr" selected.
- Exchange Rate:** Below the currency dropdown, it shows "(=0.0495 USD)" and a link "Set Exchange Rate".
- Buttons:** At the bottom right, there are two buttons: "Submit" (with a green checkmark icon) and "Cancel" (with a red X icon).

For each month you may enter average prices for cattle, sheep and goats in local currency. Again, enter as much data as possible, though it is not necessary to enter values for every category for every month.

Milk

The milk tab has a grid for entry of average monthly milk production and prices.

Edit Interview Respondent Data FEAST {DataApplication}

Respondent: Anabelle

General | Property / Income | Livestock Holding | Crops | Fodder and Diet | Livestock Sales | **Milk** | Feed Availability

Milk Yield and Sales Edit

Month	Avg Yield (L)	Retained for HH	Avg Price
January	8	4	80.00 1
February	7	5	90.00 2
March	8	4	80.00 3
April	7	5	90.00 4
May	9	3	60.00 5
June	9	3	60.00 6
July	8	4	80.00 7
August	8	4	80.00 8
September	7	0.5	90.00 9
October	8	2.5	100.00 10
November	7	3.5	80.00 11
December	8	4	50.00 12

View Reports Submit Cancel

Ideally you should enter complete data for all months, though the program will accept partially complete data.

Adding or editing a monthly record will open the following form:

Edit Monthly Milk Data

Month: < Prev Next >

Average Milk Yield (Litres/Day/Household):

Average Retained for Household Use (L/day):

Average Price Received per Litre:

in
(=0.0495 USD) [Set Exchange Rate](#)

Submit Cancel

The prev / next buttons allow you to cycle through the months and enter data.

Feed Availability

The feed availability tab allow you to enter overall feed availability by month then breakdown by feed source.

The screenshot shows the 'Edit Interview Respondent Data' window for respondent 'Anabelle'. The 'Feed Availability' tab is selected. It displays a table for 'Monthly Feed Availability' with columns for Month, Overall Feed, and Order. The table lists months from January to December with corresponding values. An 'Edit' button is next to the table. At the bottom, there are 'View Reports', 'Submit', and 'Cancel' buttons.

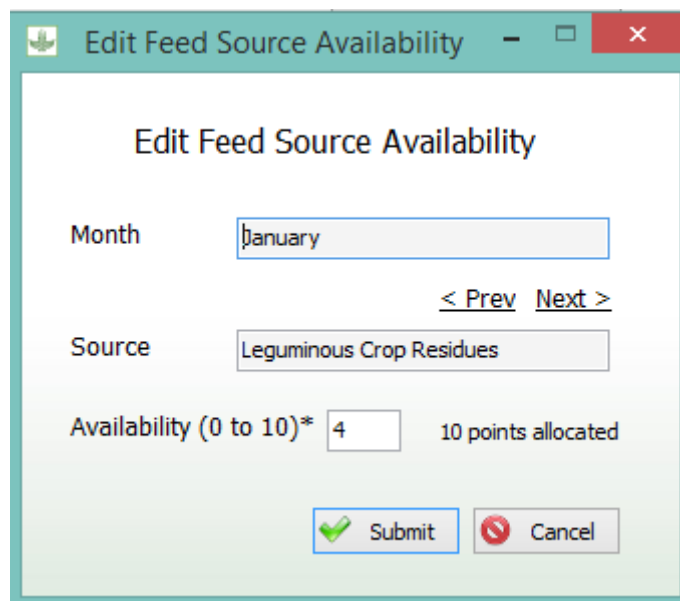
Month	Overall Feed ...	Order
January	3	1
February	2	2
March	4	3
April	9	4
May	8	5
June	6	6
July	4	7
August	5	8
September	8	9
October	8	10
November	7	11
December	6	12

Editing a monthly record opens the following form:

The screenshot shows the 'Edit Monthly Feed Availability Data' window. It has a 'Month' dropdown set to 'January' with '< Prev' and 'Next >' buttons. Below is an 'Overall Feed Availability*' dropdown set to '3'. Then is a 'Monthly Diet Composition*' section with an 'Edit' button. It contains a table with columns 'Source' and 'Rating'. The table lists various feed sources with their ratings. At the bottom, there is a 'Total (must equal 10)' field set to '10'. 'Submit' and 'Cancel' buttons are at the bottom right.

Source	Rating
Cereal Crop Residues	3
Leguminous Crop Residues	4
Grazing	3
Concentrates	
Green Forage (e.g., weeds, ...)	
Other (Unspecified)	
Fast Food	

On the form you may use prev/next to page through months, enter an overall field availability value using the drop-down then edit records for individual feed sources using the grid. Editing a feed source record will open this form:



The screenshot shows a web browser window titled "Edit Feed Source Availability". Inside the window, the title "Edit Feed Source Availability" is centered at the top. Below the title, there are three main input fields: "Month" with a dropdown menu showing "January", "Source" with a dropdown menu showing "Leguminous Crop Residues", and "Availability (0 to 10)*" with a text input field containing the number "4". To the right of the availability input, it says "10 points allocated". Above the "Source" field, there are navigation links "< Prev" and "Next >". At the bottom of the form, there are two buttons: "Submit" with a green checkmark icon and "Cancel" with a red X icon.

You may page through the sources using the prev / next buttons and enter a value of 0 to 10 for each source. For each month, the ratings for all sources must total 10.

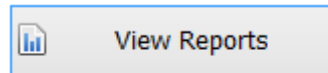
This completes the review of the various input forms.

Viewing Reports

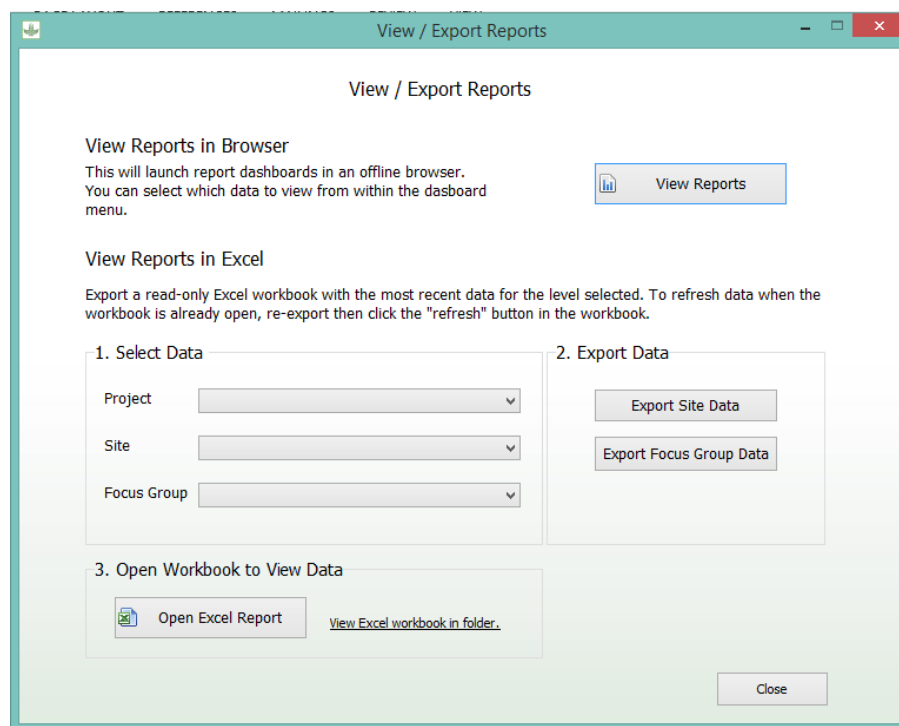
Once you have entered data for one or more focus groups, you will likely want to analyze the data and generate charts for inclusion in your report. The FEAST Data Application has a wide variety of available reports including:

- Animal Diet and Nutrition (Dry Matter, Metabolisable Energy and Crude Protein by source)
- Monthly Rainfall and Feed Availability
- Milk production vs. price per litre
- Dominant livestock species
- Dominant crops, fodder crops and purchased feed types
- Sources of income
- Gender pay equality
- Households by landholding category

The FEAST Data Application offers a variety of options for accomplishing this. The reports menu may be accessed via the home menu or any of the “View Reports” buttons included throughout the interface.



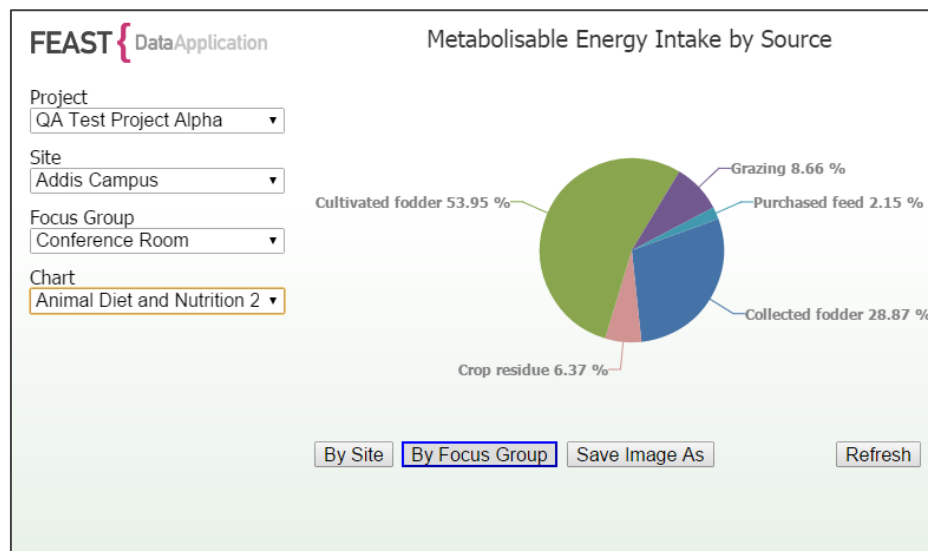
Clicking these buttons will open the report menu.



There are two main options for viewing reports: the browser and in a Microsoft Excel spreadsheet.

Report Browser

The report browser will open in a separate window. On the left hand side you will find drop-down menus allowing you to select a project, site and focus group then the type of graph you wish to view.



Use the buttons at the bottom of the window to select whether to view data for the entire site or just the selected focus group. You may also save an image to your hard drive in .png format for insertion into a report.

Excel Export

To use these features you must have Microsoft Excel 2007 or later installed on your computer.

Viewing reports in Excel is a multi-step process.

1. Export data from FEAST Data App
2. Open Excel Report package
3. Enable macros / content
4. Refresh data as necessary

Let's start with the "View Reports in Excel" section of the reports menu.

View Reports in Excel

Export a read-only Excel workbook with the most recent data for the level selected. To refresh data when the workbook is already open, re-export then click the "refresh" button in the workbook.

The screenshot shows a web interface for exporting data to Excel. It is divided into three main sections:

- 1. Select Data:** Contains three dropdown menus for 'Project', 'Site', and 'Focus Group'.
- 2. Export Data:** Contains two buttons: 'Export Site Data' and 'Export Focus Group Data'.
- 3. Open Workbook to View Data:** Contains a button 'Open Excel Report' with a small Excel icon, and a link 'View Excel workbook in folder.'.

The first step is to choose the project, site and focus group for which you wish to view data. If you plan to do a report at the site level, it is not necessary to select a focus group.

This screenshot shows the '1. Select Data' section with the following selections:

- Project:** QA Test Project Alpha
- Site:** Addis Campus
- Focus Group:** Conference Room


The next step is to export data either for the site or the focus group using the buttons in the second group.

This screenshot shows the '2. Export Data' section with two buttons:

- Export Site Data**
- Export Focus Group Data**

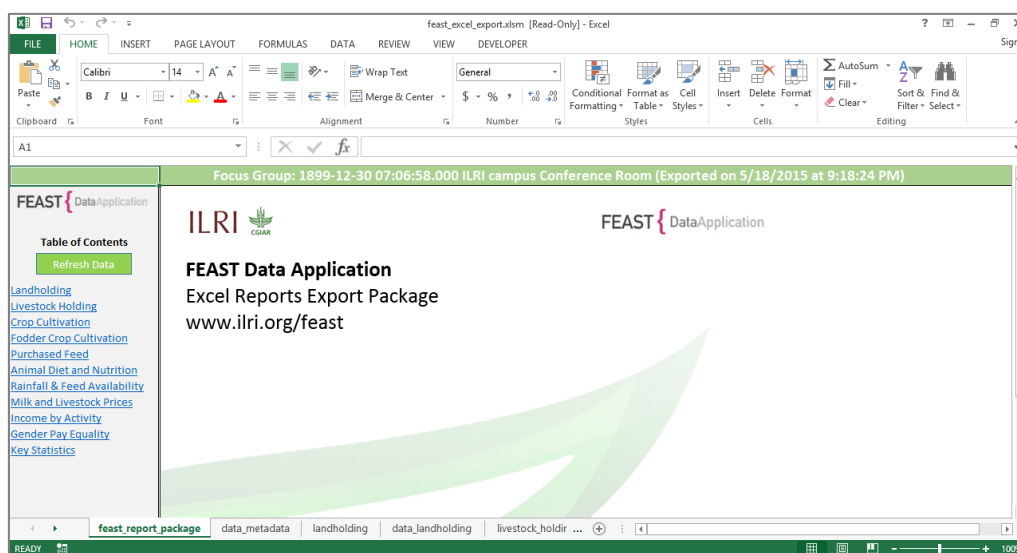
The third step is to click the button to open the Excel report package.

3. Open Workbook to View Data

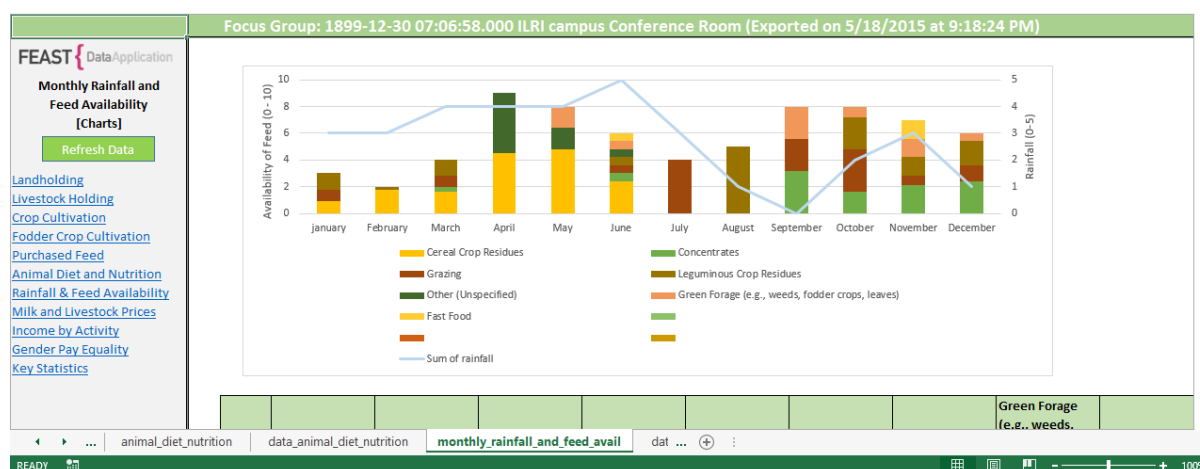
 Open Excel Report

(If, for whatever reason, clicking the button does not open the report package, it can be found inside the “feast_data_app” folder under “Reports\feast_excel_export.xlsm”. However, you should always open the package with the button if possible as it will help ensure that all data is imported correctly.)

If you have Excel 2007 or later, the Excel Report package should appear as soon as Excel launches.



Using the list on the left-hand side you can navigate to the various charts and graphs.



FEAST data application user manual

You can also click the tabs along the bottom of the spreadsheet to view chart source data as a table.

The screenshot shows the FEAST Data Application interface. On the left is a sidebar menu with the following items: FEAST DataApplication, Monthly Feed Availability [Data], Refresh Data, Landholding, Livestock Holding, Crop Cultivation, Fodder Crop Cultivation, Purchased Feed, Animal Diet and Nutrition, Rainfall & Feed Availability, Milk and Livestock Prices, Income by Activity, Gender Pay Equality, and Key Statistics. The main area displays a table titled 'Focus Group: 1899-12-30 07:06:58.000 ILRI campus Conference Room (Exported on 5/18/2015 at 9:18:24 PM)'. The table has columns: project_id, site_id, focus_group_id, respondent_id, month_name, ordering, source_of_feed, availability, and average_of_avail. The data is organized by month (January, February, March) and source of feed (Cereal Crop Residue, Concentrates, Fast Food, Grazing, Green Forage, Leguminous Crop Residue, Other (Unspecified)). The bottom of the spreadsheet shows several tabs: monthly_rainfall_and_feed_avail, data_monthly_feed_availability (which is the active tab), and data_monthly_rainfall. The status bar at the bottom indicates 'READY' and '100%' zoom.

project_id	site_id	focus_group_id	respondent_id	month_name	ordering	source_of_feed	availability	average_of_avail
6	4	1	1	1 January	1	Cereal Crop Residue	0.9	0.9
6	4	1	1	1 January	1	Concentrates	0	0
6	4	1	1	1 January	1	Fast Food	0	0
6	4	1	1	1 January	1	Grazing	0.9	0.9
6	4	1	1	1 January	1	Green Forage (e.g., ...)	0	0
6	4	1	1	1 January	1	Leguminous Crop Residue	1.2	1.2
6	4	1	1	1 January	1	Other (Unspecified)	0	0
6	4	1	1	1 February	2	Cereal Crop Residue	1.8	1.8
6	4	1	1	1 February	2	Concentrates	0	0
6	4	1	1	1 February	2	Fast Food	0	0
6	4	1	1	1 February	2	Grazing	0	0
6	4	1	1	1 February	2	Green Forage (e.g., ...)	0	0
6	4	1	1	1 February	2	Leguminous Crop Residue	0.2	0.2
6	4	1	1	1 February	2	Other (Unspecified)	0	0
6	4	1	1	1 March	3	Cereal Crop Residue	1.6	1.6
6	4	1	1	1 March	3	Concentrates	0.4	0.4
6	4	1	1	1 March	3	Fast Food	0	0
6	4	1	1	1 March	3	Grazing	0.8	0.8
6	4	1	1	1 March	3	Green Forage (e.g., ...)	0	0

If you make any further changes to the data via the input forms, simply re-export the data then click “Refresh Data” in the left-hand menu (or Data > Refresh All via the Excel ribbons).

Custom Statistics and Units of Measurement

Throughout the interface, you will find many links to add custom statistics and units of measurement, including:

- Units of area
- Units of weight/mass
- Currency exchange rates
- Livestock types
- Crop, Fodder Crop and Purchased Feed types
- Community types

These options are included to help you better represent the unique conditions for the community in the data. However, it must be said that **custom statistics and units of measurement should be defined only when necessary**, as having too many variations of similar statistics will make it difficult for people to interpret the data in a meaningful way (for example, having twenty different types of dairy cows or adding a custom crop type for ‘rhubarb’ for the sake of the one farmer who grows less than a square meter’s worth in their garden).

The Statistics and Units of Measurement Section

While the entry forms can be accessed wherever custom units or animal/crop types are used in the data entry interface, you can manage any custom statistics or units of measurement via the “Statistics and Units of Measurement” link on the home page.

Statistics and Units of Measurement FEAST { DataApplication

Crops Fodder Purchased Feed Livestock Species Units Currency / Income Communities

Standard Crop Types

Description	Harvest Index	DM (%)	ME (MJ/kgDM)	CP (%)	Reference
Banana (Mus...	0.44	9	8.66	9.5	
Barley (Hord...	0.534	88	7.201296	4.1	
Broad beans ...	0.54	92.2	6.8	4	
Buckwheat (...)	0.3	92.69	6.34	8.94	
Cabbage (Br...	0.7353	5.77	10.77	15.63	
Carrot (Dauc...	0.842	16.4	10.173924	12.1	
Cassava (Ma...	0.8696	16.1	10.006452	19.94	

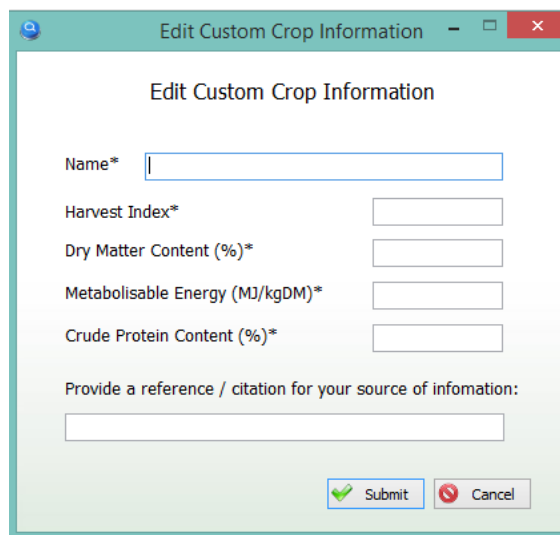
My Custom Crop Types [New] [Edit] [Delete]

Description	Harvest Index	DM (%)	ME (MJ/kgDM)	CP (%)	Reference
Saint John's ...	0.4	20	1	10	Completely inaccurate

Close

Crops

The first page, Crops, has two grids. One displays standard crop types that may not be edited. The second displays any custom crop types you have defined. Adding or editing will bring up the following form:

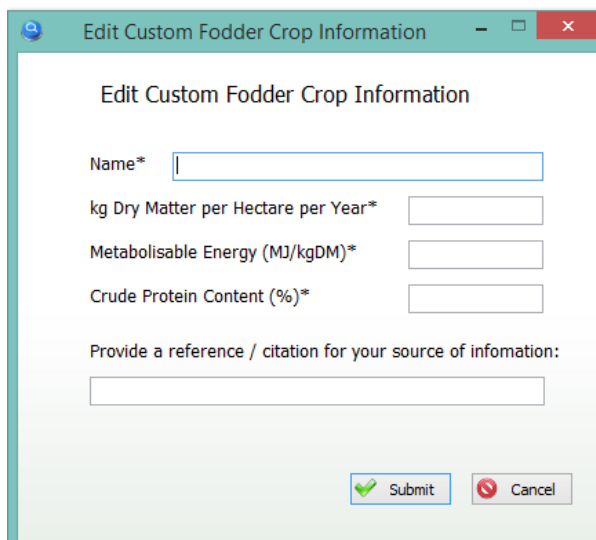


The screenshot shows a window titled "Edit Custom Crop Information". Inside, the title "Edit Custom Crop Information" is centered. Below it, there are five input fields, each with a label and an asterisk indicating it is required: "Name*", "Harvest Index*", "Dry Matter Content (%)*", "Metabolisable Energy (MJ/kgDM)*", and "Crude Protein Content (%)*". Below these fields is a text area with the label "Provide a reference / citation for your source of information:". At the bottom right, there are two buttons: "Submit" with a green checkmark icon and "Cancel" with a red X icon.

In addition to a name, you will need to add data for the Harvest Index, Dry Matter Content %, Metabolisable Energy in MJ/kg and Crude Protein Content %. There is also a field to cite a reference for the statistics. For the sake of the integrity of your reports, make sure that any new crop types you add are based on complete and reliable information.

Fodder

The Fodder tab is structured in a similar way with standard types above and custom types below. Editing or adding custom types opens the following form:

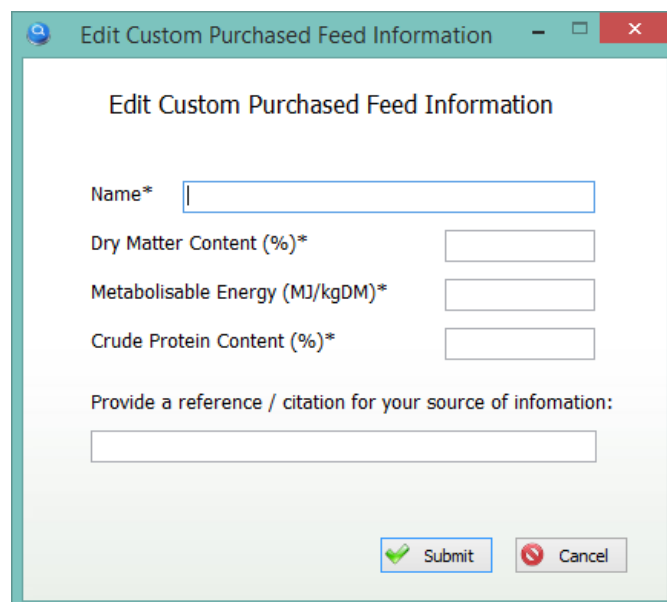


The screenshot shows a window titled "Edit Custom Fodder Crop Information". Inside, the title "Edit Custom Fodder Crop Information" is centered. Below it, there are four input fields, each with a label and an asterisk indicating it is required: "Name*", "kg Dry Matter per Hectare per Year*", "Metabolisable Energy (MJ/kgDM)*", and "Crude Protein Content (%)*". Below these fields is a text area with the label "Provide a reference / citation for your source of information:". At the bottom right, there are two buttons: "Submit" with a green checkmark icon and "Cancel" with a red X icon.

Once again, you will need to enter key data for the fodder crop and a reference.

Purchased Feed

The Purchased Feed tab also follows the pattern of standard types above, custom types below. When adding or editing, the following form appears.



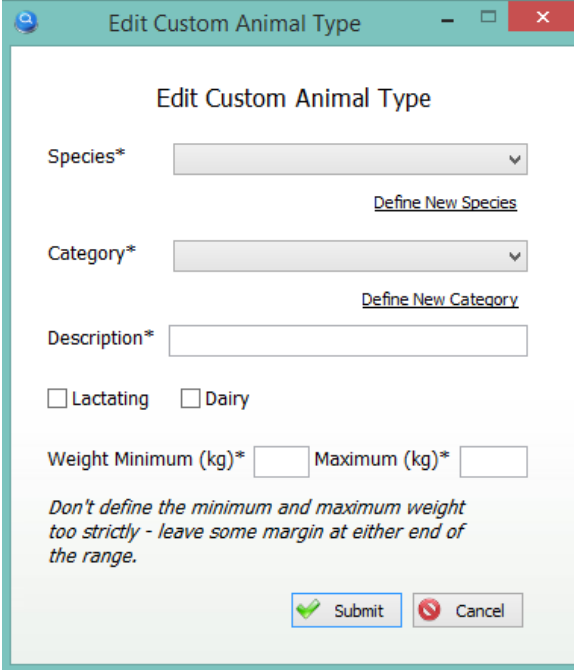
The screenshot shows a web form titled "Edit Custom Purchased Feed Information". The form contains the following fields and controls:

- Name***: A text input field.
- Dry Matter Content (%)***: A text input field.
- Metabolisable Energy (MJ/kgDM)***: A text input field.
- Crude Protein Content (%)***: A text input field.
- Provide a reference / citation for your source of information:**: A text input field.
- Submit**: A button with a green checkmark icon.
- Cancel**: A button with a red X icon.

You will need to add the requisite statistics and a reference.

Livestock Types

The Livestock Types tab also has standard types above, custom types below. Adding or editing custom types opens the following form:



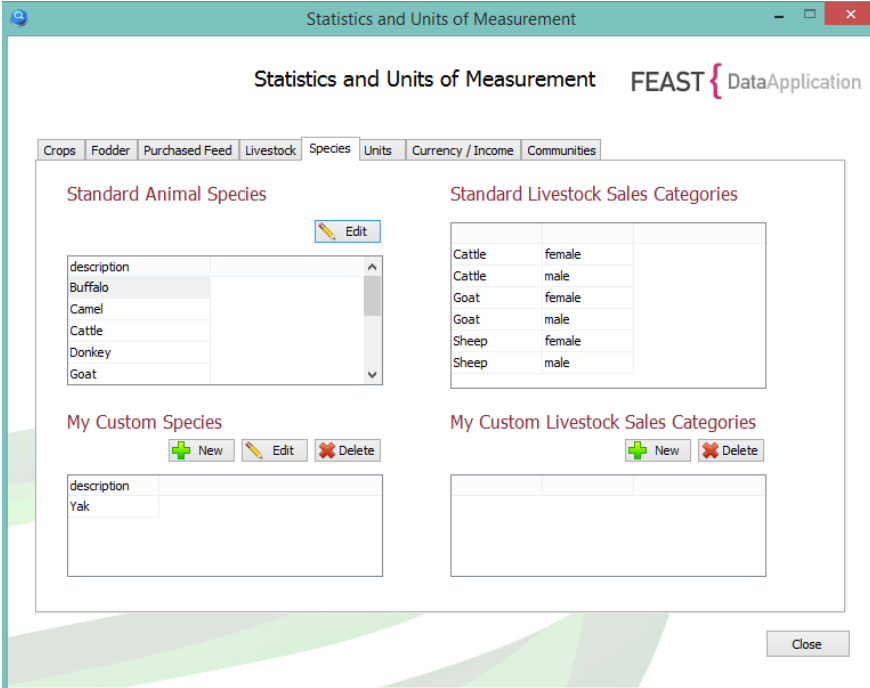
The 'Edit Custom Animal Type' form contains the following fields and controls:

- Species***: A dropdown menu with a 'Define New Species' link below it.
- Category***: A dropdown menu with a 'Define New Category' link below it.
- Description***: A text input field.
- Lactating** and **Dairy**: Two checkboxes.
- Weight Minimum (kg)*** and **Maximum (kg)***: Two text input fields.
- A note: *Don't define the minimum and maximum weight too strictly - leave some margin at either end of the range.*
- Submit** and **Cancel** buttons at the bottom right.

From this form, you may select the species and category for the custom type, and also define custom species and categories. Other requisite data is a description and the minimum and maximum weight range in kilograms.

Species

The Species tab has a different type of layout.

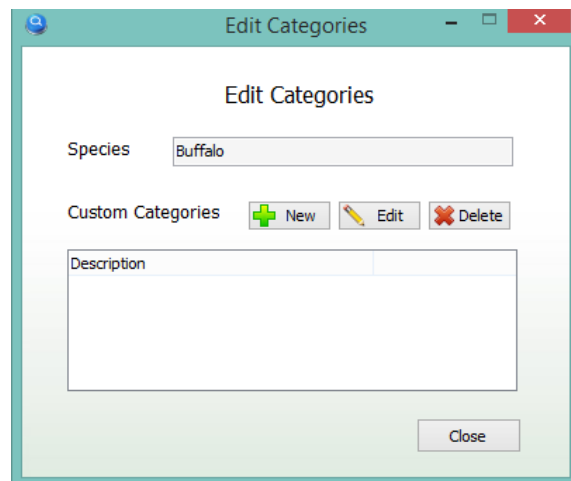


The 'Statistics and Units of Measurement' application window shows the 'Species' tab selected. The interface includes a top navigation bar with tabs: Crops, Fodder, Purchased Feed, Livestock, **Species**, Units, Currency / Income, and Communities. The main content area is divided into four sections:

- Standard Animal Species**: A table with a 'description' column and a list of species: Buffalo, Camel, Cattle, Donkey, and Goat. An 'Edit' button is above the table.
- Standard Livestock Sales Categories**: A table with columns for species and sex, listing: Cattle (female, male), Goat (female, male), and Sheep (female, male).
- My Custom Species**: A section with 'New', 'Edit', and 'Delete' buttons, and a table with a 'description' column containing 'Yak'.
- My Custom Livestock Sales Categories**: A section with 'New' and 'Delete' buttons and an empty table.

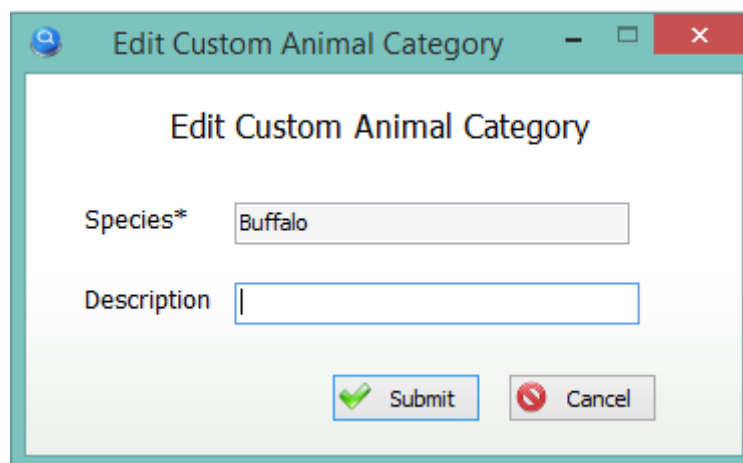
A 'Close' button is located at the bottom right of the window.

While you cannot edit standard livestock species, clicking “edit” will allow you to add custom categories for that species.



The screenshot shows a window titled "Edit Categories". Inside, there is a "Species" dropdown menu with "Buffalo" selected. Below it, the text "Custom Categories" is followed by three buttons: a green plus icon labeled "New", a pencil icon labeled "Edit", and a red X icon labeled "Delete". A large text area labeled "Description" is below these buttons. At the bottom right is a "Close" button.

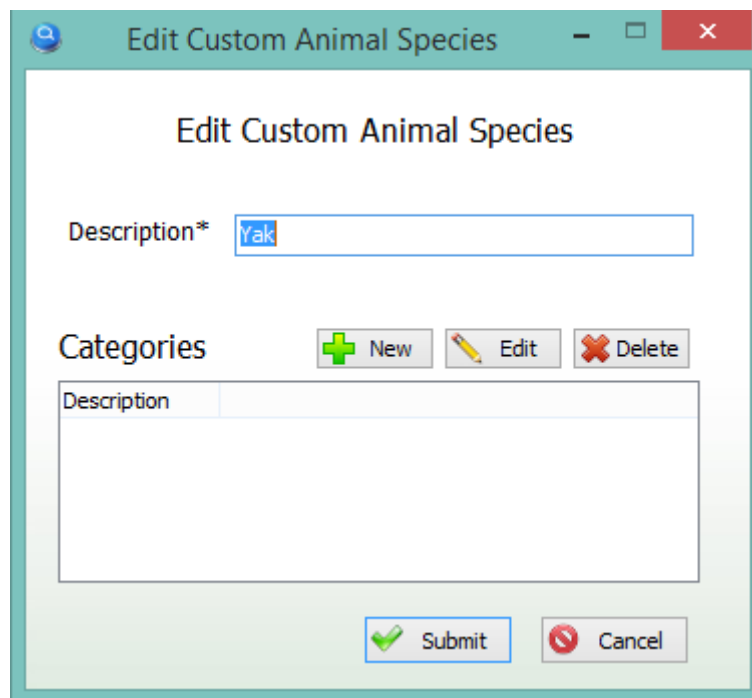
To add, edit or delete custom categories you can use the standard grid controls. Adding or editing opens the following form:



The screenshot shows a window titled "Edit Custom Animal Category". Inside, there is a "Species*" dropdown menu with "Buffalo" selected. Below it is a text input field labeled "Description". At the bottom are two buttons: a green checkmark icon labeled "Submit" and a red X icon labeled "Cancel".

As long as a category with the same name does not already exist for the animal species, it will be added to all relevant drop-down lists.

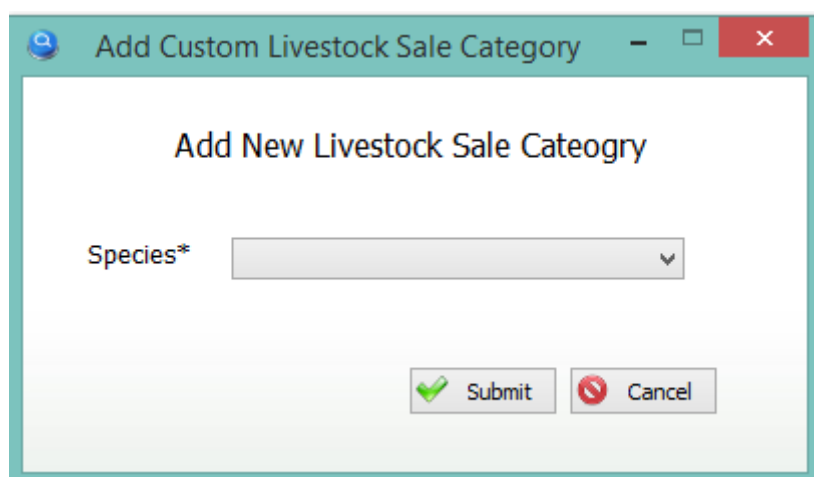
Adding or editing custom species will open this form:



The screenshot shows a window titled "Edit Custom Animal Species". Inside, there is a text input field labeled "Description*" containing the word "Yak". Below this is a section titled "Categories" which includes three buttons: a green plus icon labeled "New", a pencil icon labeled "Edit", and a red X icon labeled "Delete". Under these buttons is a table with one visible row containing the text "Description". At the bottom of the window are two buttons: a green checkmark icon labeled "Submit" and a red circle with a slash icon labeled "Cancel".

You can use the grid to add categories as needed.

To add additional livestock species to the animal sales section, use the grid.



The screenshot shows a window titled "Add Custom Livestock Sale Category". Inside, there is a dropdown menu labeled "Species*" with a downward arrow. At the bottom of the window are two buttons: a green checkmark icon labeled "Submit" and a red circle with a slash icon labeled "Cancel".

Select any species from the drop-down and male and female sale categories will be added.

Units Tab

The Units tab reverts to the standard items above, custom items below scheme.

Statistics and Units of Measurement FEAST { DataApplication

Crops Fodder Purchased Feed Livestock Species Units Currency / Income Communities

Standard Units of Weight / Mass

Unit	=kg	Standard / L
kilogram	1	standard

Standard Units of Area

Unit	=ha	Standard/Lc
hectare	1	standard
acre	0.404686	standard

My Custom Units of Weight / Mass

New Edit Delete

Unit	=kg	Standard / Lc
Bale	14	standard
Gunia	0.05	local
Mkungwe	0.66667	local
Mpungu	0.055556	local

My Custom Units of Area

New Edit Delete

Unit	=ha	Standard / Local
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Close

When adding custom units of weight / mass the following form appears:

Edit Unit of Weight / Mass

Edit Custom Unit of Weight / Mass

Name*

Equivalent in kg*

Standard / Local*

*Choose "Standard" if there is an official, universally accepted definition for the unit.
Choose "Local" if the definition changes from place to place.*

Submit Cancel

Enter a name for the unit, an equivalent in kilograms and whether the unit is standard (same definition everywhere in the world) or local (changes from community to community).

Similarly, the Edit Custom Unit of Area form gives the same options, except with equivalence in hectares.

statistics_edit_unit_area

Edit Custom Unit of Area

Name*

Equivalent in ha*

Standard / Local*

*Choose "Standard" if there is an official, universally accepted definition for the unit.
Choose "Local" if the definition changes from place to place.*

Currency / Income Tab

While you cannot add your own currencies, you may update the exchange rates via the grid.

Statistics and Units of Measurement FEAST {DataApplication

Crops Fodder Purchased Feed Livestock Species Units **Currency / Income** Communities

Currency Exchange Rates in USD

Currency	Name	Default Value...	Current E...
AFN	Afghanistan ...	0.02	0.0174
ALL	Albanian Lek	0.01	0.0077
DZD	Algerian Dinar	0.01	0.0103
ADF	Andorran Franc	0.16	0.1613
ADP	Andorran Pe...	0.01	0.0064
AOA	Angolan Kwa...	0.01	0.0094
AON	Angolan New...	0.01	0.0094
ARS	Argentine Peso	0.11	0.114
AMD	Armenian Dram	0.00	0.0021
AWG	Aruban Florin	0.56	0.5587
AUD	Australian D...	0.77	0.7653
ATS	Austrian Schi...	0.08	0.0769
AZM	Azerbaijan M...	0.00	0.0003

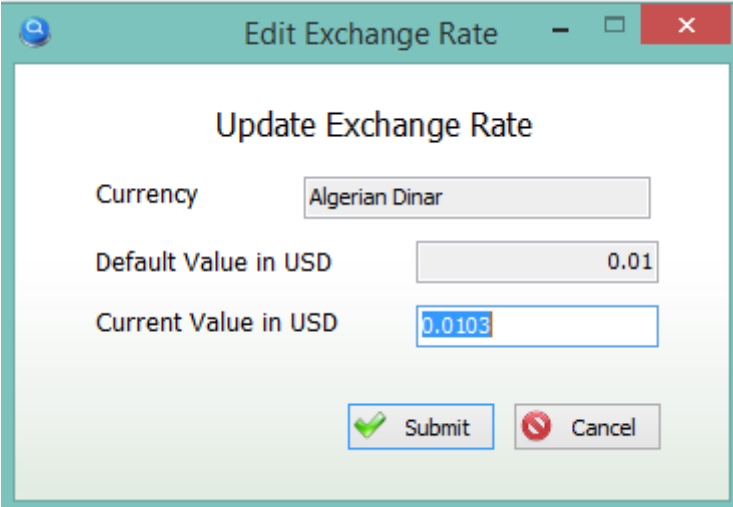
Standard Income-Generating Activities

Category	Activity
Cropping	Cash Crops
Livestock	Dairying
Livestock	Fattening An...
Livestock	Fattening An...
Cropping	Food Crops
Labour	Labouring / S...

Custom Income-Generating Activities

Category	Activity
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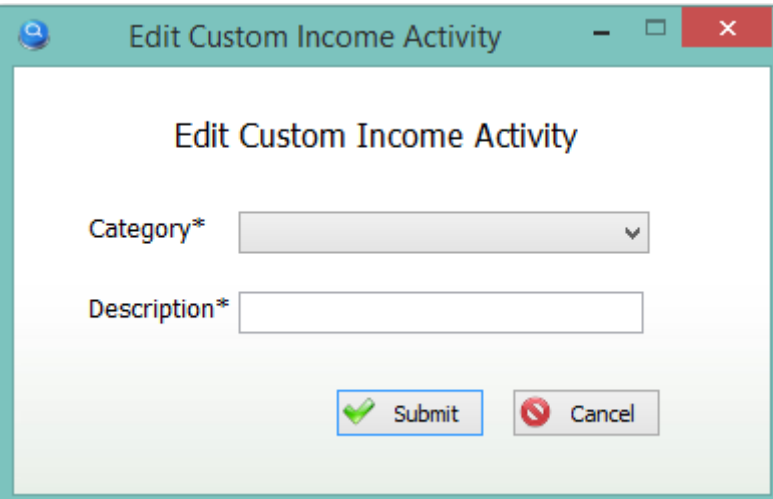
Select a currency and click edit to open this form:



The screenshot shows a web form titled "Edit Exchange Rate". Inside the form, there is a section titled "Update Exchange Rate". It contains three input fields: "Currency" with a dropdown menu showing "Algerian Dinar", "Default Value in USD" with a text box containing "0.01", and "Current Value in USD" with a text box containing "0.0103". At the bottom of the form are two buttons: a green "Submit" button with a checkmark icon and a grey "Cancel" button with a red 'X' icon.

At any time you can click the “Reset All” button above the currency grid to revert to the default exchange rates.

If you add or edit custom income-generating activities, this form appears:

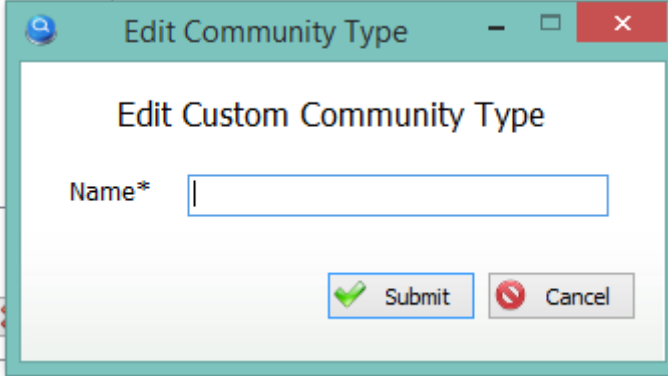


The screenshot shows a web form titled "Edit Custom Income Activity". Inside the form, there is a section titled "Edit Custom Income Activity". It contains two input fields: "Category*" with a dropdown menu and "Description*" with a text box. At the bottom of the form are two buttons: a green "Submit" button with a checkmark icon and a grey "Cancel" button with a red 'X' icon.

Select from the pre-defined categories and enter a name. As long as an activity with the same name does not exist, it will be added to relevant drop-downs.

Communities Tab

The Communities tab follows the regular standard above / custom below format. You may add new community types with this form:



The image shows a software dialog box titled "Edit Community Type". The dialog has a light blue header bar with standard window controls (minimize, maximize, close). The main content area is white and contains the text "Edit Custom Community Type" centered at the top. Below this, there is a label "Name*" followed by a text input field. At the bottom of the dialog, there are two buttons: "Submit" with a green checkmark icon and "Cancel" with a red circle and slash icon.

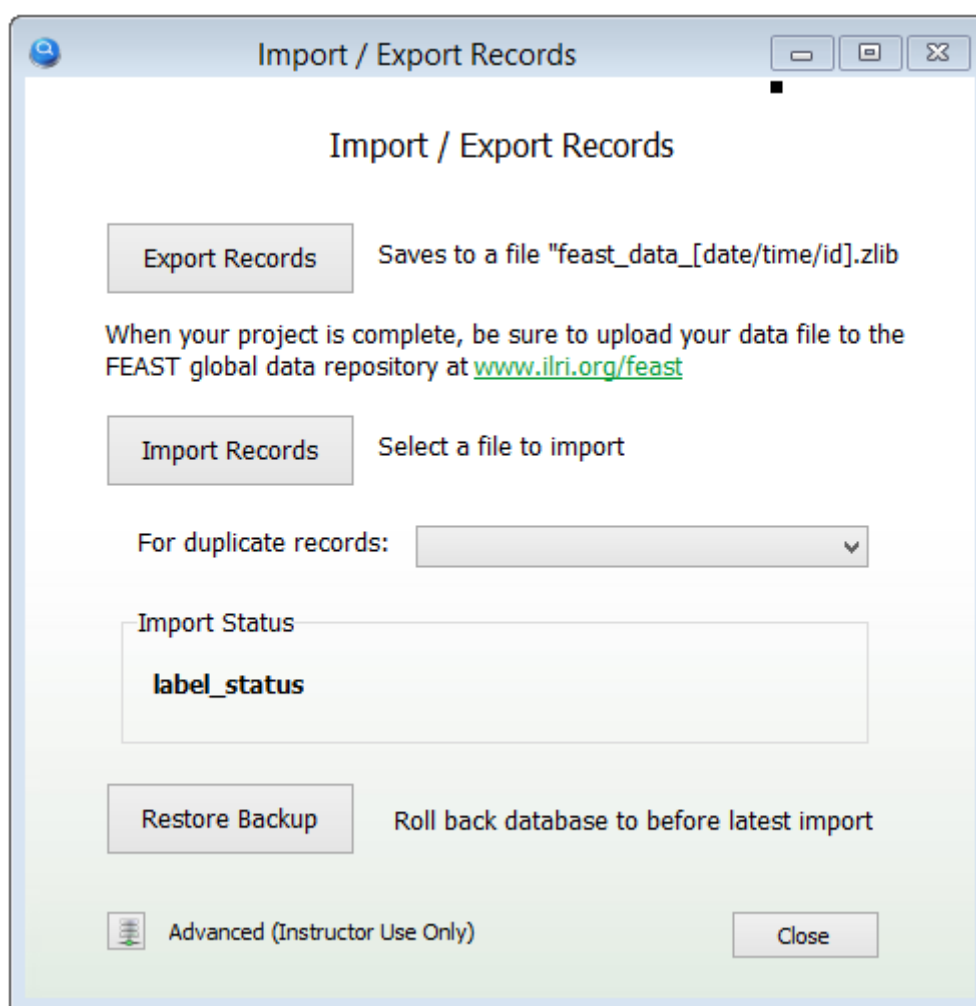
Edit Community Type

Edit Custom Community Type

Name*

Importing, Exporting and Uploading Data

You can export data to upload to the FEAST worldwide data repository or import into another instance of the FEAST Data Application (in case you need to switch to a new computer, upgrade to a new version of the application or consolidate all your records in one place).



To export, click the “Export” button and select a directory on your computer. A file named “feast_data_[date/time/id].zlib” will be created in the directory indicated.

To import exported data from another instance of the application, click “Import Records”, select a FEAST .zlib file and it will be imported. In the dropdown below you can choose whether to keep the existing, imported or newest version of any duplicate records.

Finally, if you wish to reverse the import, you can click “Restore Backup” to reload the database to the state it was in prior to the last import operation.

Uploading to the FEAST Worldwide Data Repository

We encourage all FEAST facilitators to share their data with the larger community by submitting data to the FEAST worldwide data repository. Visit ilri.org/feast for instructions.